

State of Rhode Island  
**Office of Library and Information Services**  
Department of Administration

Name of City or Town\_\_\_\_\_

2002 Town File#
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Date:\_\_\_\_\_

**Deadline: Return by September 15, 2002**

### STANDARDS COMPLIANCE

Please complete and **submit one form per city/town** in order to receive state and federal funding for library services. Each city or town must certify that it complies with Minimum Standards for Rhode Island Public Libraries.

Only one STANDARDS CERTIFICATION form is to be submitted for each city or town. For those municipalities with more than one public library applying for grant-in-aid funds, the form must be filled out jointly, and signed by the respective library directors and chairpersons of the library boards.

LIBRARY A\_\_\_\_\_

LIBRARY B\_\_\_\_\_

LIBRARY C\_\_\_\_\_

OLIS OFFICE USE Only

Complies

Waiver

A    B    C

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S1.    THE LIBRARY BOARD SHALL BE GOVERNED BY WRITTEN BY-LAWS WHICH  
OUTLINE ITS PURPOSE AND OPERATIONAL PROCEDURES.

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S2.    THE LIBRARY SHALL ESTABLISH AN ORIENTATION PROGRAM TO PROVIDE  
NEW BOARD MEMBERS WITH THE BASIC INFORMATION NEEDED TO PERFORM  
THEIR DUTIES EFFECTIVELY.

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S3.    THE LIBRARY SHALL ADOPT A LONG-RANGE PLAN OF SERVICE WHICH SHALL  
INCLUDE:

- (A) A STATEMENT OF COMMUNITY NEEDS
- (B) GOALS
- (C) OBJECTIVES
- (D) A PLAN FOR EVALUATION

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# STANDARDS CERTIFICATION, PAGE 2

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Waiver

A B C

—	—	—	S4.	FOR THE PURPOSE OF COORDINATED STATEWIDE PLANNING, THE LIBRARY SHALL PROVIDE THE RHODE ISLAND DEPARTMENT OF STATE LIBRARY SERVICES [OLIS] WITH A COPY OF ITS LONG-RANGE PLAN.	—	—
—	—	—	S7.	THE LIBRARY SHALL HAVE A PROFESSIONAL LIBRARIAN AS DIRECTOR.	—	—
—	—	—	S11.	THE LIBRARY SHALL HAVE A MANUAL OF PERSONNEL POLICIES AND PROCEDURES.	—	—
—	—	—	S12.	THE PERSONNEL MANUAL SHALL INCLUDE: (A) AN EQUAL EMPLOYMENT OPPORTUNITY POLICY (B) A POLICY ON STAFF DEVELOPMENT ADDRESSING ATTENDANCE AT PROFESSIONAL MEETINGS AND CONTINUING EDUCATION PROGRAMS AND PARTICIPATION ON PROFESSIONAL COMMITTEES (C) GRIEVANCE PROCEDURES (D) DISCHARGE PROCEDURES INSURING DUE PROCESS AS DESCRIBED IN THE AMERICAN LIBRARY ASSOCIATION'S <b>SECURITY OF EMPLOYMENT IN LIBRARIES</b> STATEMENT (E) VACATION AND SICK LEAVE POLICY (F) A POLICY ON LEAVES OF ABSENCE	—	—
—	—	—	S18.	THE LIBRARY SHALL HAVE A WRITTEN POLICY, APPROVED BY THE BOARD, COVERING THE SELECTION AND MAINTENANCE OF MATERIALS.	—	—
—	—	—	S19.	ACCORDANCE WITH THE <b>LIBRARY BILL OF RIGHTS</b> , THE LIBRARY SHALL PROVIDE MATERIALS REPRESENTING ALL POINTS OF VIEW.	—	—
—	—	—	S6.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL SUBMIT TO DEPARTMENT OF STATE LIBRARY SERVICES [OLIS] THE ANNUAL REPORT AS REQUIRED BY THE STATE GRANT-IN-AID TO CITIES AND TOWNS PROGRAM.	—	—
—	—	—	S13.	ALL PUBLIC AREAS SHALL BE OPEN ALL OF THE HOURS THE LIBRARY IS OPEN.	—	—

## STANDARDS CERTIFICATION, PAGE 3

OLIS OFFICE USE Only

A    B    C

Complies

Waiver

—	—	—	S24.	THE LIBRARY SHALL HAVE A LISTED TELEPHONE NUMBER.	—	—
—	—	—	S16.	THE LIBRARY SHALL PROVIDE AND PROMOTE TELEPHONE INFORMATION SERVICE DURING ALL HOURS IT IS OPEN.	—	—
—	—	—	S20.	THE LIBRARY'S MATERIALS BUDGET SHALL BE ALLOCATED IN ACCORDANCE WITH THE LIBRARY'S LONG-RANGE PLAN FOR MEETING THE NEEDS OF CHILDREN, YOUNG ADULTS AND ADULTS IN THE COMMUNITY.	—	—
—	—	—	S23.	THE LIBRARY SHALL EQUIP AN AREA OR ROOM WITH SHELVING AND FURNITURE DESIGNED TO MEET THE NEEDS OF CHILDREN.	—	—
—	—	—	S5.	THE LIBRARY SHALL PARTICIPATE IN THE RHODE ISLAND INTERRELATED LIBRARY NETWORK THROUGH AFFILIATION WITH ITS DESIGNATED INTER-RELATED LIBRARY SYSTEM.	—	—
—	—	—	S15.	THE LIBRARY SHALL PROVIDE AND PROMOTE INTERLIBRARY LOAN SERVICE TO USERS OF ALL AGES.	—	—
<u>NA</u>	—	—	S22.	THE LIBRARY SHALL BE A MEMBER OF THE R I LIBRARY FILM COOPERATIVE	—	—
—	—	—	S17.	IN ACCORDANCE WITH THE AMERICAN LIBRARY ASSOCIATION'S POLICY PROVIDE CHILDREN AND YOUNG ADULTS ACCESS TO ALL MATERIALS AND SERVICES.	—	—

The following standards will be measured by information provided on the Annual Report:

—	—	—	S8.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL HAVE A MINIMUM OF ONE FULL TIME EQUIVALENT STAFF MEMBER FOR EACH 3500 POPULATION OR FRACTION THEREOF.	—	—
—	—	—	S9.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SHALL HAVE PROFESSIONAL LIBRARIANS COMPRISE AT LEAST ONE-THIRD OF THE [ required] FULL TIME EQUIVALENT STAFF.	—	—

# STANDARDS CERTIFICATION, PAGE 4

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—	—	—	S10.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF LESS THAN 17,500 SHALL ALLOCATE AT LEAST ONE-THIRD OF THE REQUIRED PROFESSIONAL STAFF TIME TO CHILDREN'S SERVICES; THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 17,500 OR MORE SHALL HAVE AT LEAST ONE FULL TIME EQUIVALENT PROFESSIONAL	_____	_____
—	—	—	S14.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF AT LEAST 10,500 SHALL BE OPEN A MINIMUM OF 25 UNIQUE HOURS PER WEEK.  THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF AT LEAST 10,500 AND LESS THAN 17,500 SHALL BE OPEN A MINIMUM OF 45 UNIQUE HOURS PER WEEK.  THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 17,500 OR MORE SHALL BE OPEN A MINIMUM OF 60 UNIQUE HOURS PER WEEK.	_____	_____
—	—	—	S21.	THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF LESS THAN 10,500 SHALL HAVE A MINIMUM OF 2 1/2 ITEMS PER CAPITA.  THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF AT LEAST 10,500 AND LESS THAN 21,000 SHALL HAVE A MINIMUM OF 2 ITEMS PER CAPITA.  THE LIBRARY/COMBINED LIBRARIES OF A CITY OR TOWN SERVING A POPULATION OF 21,000 OR MORE SHALL HAVE A MINIMUM OF 1 1/2 ITEMS PER CAPITA.  THE MINIMUM COLLECTION SIZE IS 10,500 ITEMS.	_____	_____

**Note:** A waiver of Standards will be granted by complying with this guideline:

G45. New items should be added to the collection of an annual rate of at least (5) percent of the total collection.

**STANDARDS CERTIFICATION, PAGE 5**

We, the undersigned, certify that the library/combined libraries currently complies/comply with the standards as indicated.

**LIBRARY A**

Library Director \_\_\_\_\_

Name of Library \_\_\_\_\_

Chair or President/Board \_\_\_\_\_

**LIBRARY B**

Library Director \_\_\_\_\_

Name of Library \_\_\_\_\_

Chair or President/Board \_\_\_\_\_

**LIBRARY C**

Library Director \_\_\_\_\_

Name of Library \_\_\_\_\_

Chair of President/Board \_\_\_\_\_